



Permit #:

Address:

Building and Site Information					
Project Address:					
Map & Tax Lot #:					
Property owner:			Owner phone:		
Property owner street address:				Unit #:	
Property owner City, State, Zip: <small>City</small> <small>State</small> <small>Zip Code</small>					
Tenant/Business:			Tenant phone:		
Tenant street address:					
Tenant City, State, Zip: <small>City</small> <small>State</small> <small>Zip Code</small>					
Sign Description:					
		<input type="checkbox"/> New	<input type="checkbox"/> Replacement	<input type="checkbox"/> Alter/Relocate	
Sign Type	<input type="checkbox"/> Wall	<input type="checkbox"/> Freestanding	<input type="checkbox"/> Roof	<input type="checkbox"/> Awning Sign	<input type="checkbox"/> Marquee
	<input type="checkbox"/> Under Marquee	<input type="checkbox"/> Projecting	<input type="checkbox"/> Billboard	<input type="checkbox"/> Other: _____	
Illumination	<input type="checkbox"/> Non-Illuminated		Horizontal dimension: _____ Vertical dimension: _____ Total square footage: _____ Weight (wall sign): _____ Depth of sign: _____ Distance from grade to bottom of sign: _____ Total height of sign above grade: _____ Length of wall on which sign is located: _____		
	<input type="checkbox"/> Illuminated (Please specify) <input type="checkbox"/> Interior or <input type="checkbox"/> Exterior				
# of Faces	<input type="checkbox"/> Single Face		Distance from sign to adjacent <input type="checkbox"/> curb face, <input type="checkbox"/> property line, or <input type="checkbox"/> street center line: _____ Does sign project beyond the property line? <input type="checkbox"/> No <input type="checkbox"/> Yes (how far: _____) Are there other freestanding or roof signs within 200 feet of this sign? <input type="checkbox"/> No <input type="checkbox"/> Yes Are there billboards on this same property? <input type="checkbox"/> No <input type="checkbox"/> Yes		
	<input type="checkbox"/> Double Face				
Freestanding or Projecting sign	<input type="checkbox"/> Multiple Faces				
Sign Direction		Indicate the direction the sign faces: <input type="checkbox"/> North <input type="checkbox"/> South <input type="checkbox"/> East <input type="checkbox"/> West <input type="checkbox"/> Other _____			
Total # of signs for business:		Existing signs to remain: _____ Proposed signs: _____			
Plan Review  <div style="font-size: 48px; font-weight: bold; float: left; margin-right: 10px;">C</div> <div style="border-bottom: 1px solid black; width: 150px; margin-top: 10px;"></div>		Initial Plan Review			
		Fees: _____			
		Date: _____			
		Cashier: _____			
Permit Approval and Fees					
Approved by: _____		Date: _____	Fees: _____		
<div style="background-color: #d3d3d3; padding: 5px;"><b>Statement of Conformity:</b></div> <p>As undersigned or authorized agent of owner, I am applying for all construction specialty permits required to construct the project as described in this application. I agree to do the above described work according to the attached plans and specifications and understand that the work is to be done in accordance with the City of Eugene and State of Oregon laws and regulations. All the information hereon is true to the best of my knowledge.</p> <p>Signature: _____</p>					
					<input type="checkbox"/> APTWin <input type="checkbox"/> Site Track <input type="checkbox"/> Land Use File

Permit #: \_\_\_\_\_

Related #s: \_\_\_\_\_

[www.eugene-or.gov/bps](http://www.eugene-or.gov/bps)

Applicant/Agent Contact Person	
Name (please print):	Phone:
Company:	Fax:
Street Address:	Cell:
City, State, Zip: <small>City</small> <small>State</small> <small>Zip</small>	Alternate Phone:
E-mail:	

Contractor Information			
Sign Installer		Electrical Contractor	
Contact Name:		Contact Name:	
Company Name:		Company Name:	
Street Address:		Street Address:	
City, State, Zip:		City, State, Zip:	
Phone:	Fax:	Phone:	Fax:
E-mail:		E-mail:	
CCB:		CCB/BCD#:	

FOR CITY STAFF TO COMPLETE	
Zoning:	Overlays:
Sign District:	Variances:
Additional information:	

**Submit two sets of plans with each application.**

**Plan check fees required at time of application submittal.**

**All permit fees are to be paid at time of permit issuance.**